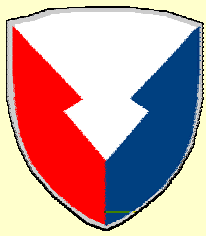


ARMY ACQUISITION CORPS (AAC)

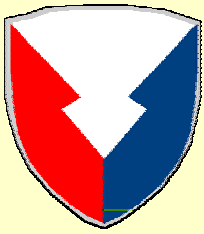
INFORMATION BRIEFING



ACQUISITION & TECHNOLOGY WORKFORCE CAREER FIELDS



- A – Program Management**
- C – Contracting**
- D – Industrial/Contract Property Management**
- E – Purchasing**
- F – Facilities Engineering (New Corps of Engineers)**
- H – Manufacturing, Production and Quality Assurance**
- I – Science & Technology Managers (New)**
- K – Business, Cost Estimating & Financial Management**
- L – Logistical Support (Acquisition Logistics & Sustainment
will not be listed as a new field)**
- R – Information Technology**
- S – Systems Planning, RD&E**
- T – Test and Evaluation**

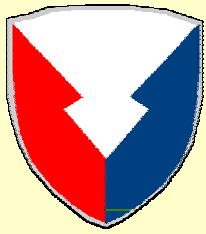


EMPLOYEE RESPONSIBILITIES



- Know the Acquisition Position Category (APC) of Your Position
- Know what Education, Training, and Experience standards are required for Certification in your current position
- Project Mandatory DAU training on your 5-Year IDP - ATTEND
- Achieve Acquisition Certification for your current position
- Comply with Continuous Learning Policy (CLP) mandate
- Prepare and Maintain your 5-Year IDP and ACRB
- Understand Corps Eligible and AAC Membership requirements – Apply when eligible
- Develop Leadership Skills and Apply for Future Leadership positions
- Be aware of what opportunities the A&TWF can provide for you

***REMEMBER YOU ARE ULTIMATELY
RESPONSIBLE FOR YOUR CAREER!!***

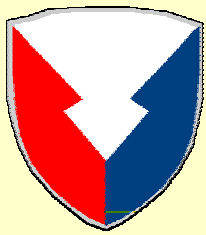


MANAGER/SUPERVISOR RESPONSIBILITIES



- Review, Approve, and Execute Individual Development Plans (IDPs) for employees
- Release employees for Approved Training
- Ensure employees meet position certification and continuous learning requirements
- Participate in the Acquisition Certification Review process
- Approve Continuous Learning Points (CLPs) for completed training
- Develop and mentor employees for future leadership positions

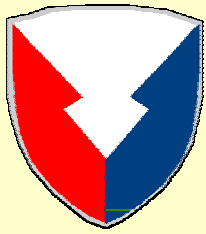
***ENCOURAGE AND SUPPORT YOUR
EMPLOYEE'S CAREER DEVELOPMENT***



EIGHT STEPS FOR AAC CAREER MANAGEMENT



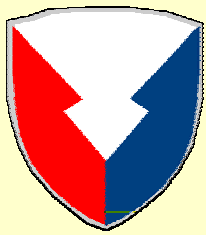
- Position must be identified as A&TWF.
Series identified in IMMC are: 334, 340, 343, 346, 560, all 800 Series, 1102, 1515, 2003, & 301/15s, 301/14s, & 301/13s.
- Prepare and maintain an ACRB
<https://rda.rdaisa.army.mil/cappmis/>
- Prepare and maintain a 5-Year IDP
<https://rda.rdaisa.army.mil/cappmis/>
- Apply for DAU courses
<https://www.atrrs.army.mil/channels/aitas/>
- Be Aware of what opportunities A&TWF can provide for you
<http://southernregion.redstone.army.mil>



ACQUISITION CAREER RECORD BRIEF (ACRB)



- Documents an individual's acquisition education, training, and experience
- Sources of Data
 - Defense Civilian Personnel Data System (DCPDS)
 - Updated ACRB from employee
- Data Accuracy is Important – Used for
 - Processing Acquisition Career Field Certification
 - Competitive Board Selections
 - AAC Accessions
 - DAU Training Application Approvals
 - Annual Reports to Congress
- To update ACRBs: Make changes in RED, sign in the lower left hand corner and bring to Becky Smith, WS 23B035, Bldg 5302
- ACRB/IDP Website: <https://rda.rdaisa.army.mil/cappmis/>
Choose the ACRB button or the IDP button

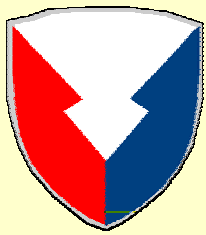


INDIVIDUAL DEVELOPMENT PLAN (IDP)



- Required for each A&TWF Member
- 5-Year Plan – Can be updated anytime by the employee
Identifies Short & Long-Term Career Objectives
Defines Development needs in terms of Training, Education, and Experience
- Framework for enhancing performance and preparing employee for future higher-level assignments
- Format, choose IDP from menu: <https://rda.rdaisa.army.mil/cappmis/>
Registration for DAU training (DAU training must be projected and approved before application can be made)
Tool for forecasting career development requirements
Tool for documenting Continuous Learning Points (CLPs)

***NOTE: Do not confuse the Acquisition IDP with the AMCOM IDP.
They are not the same and DO NOT interface with each other.***

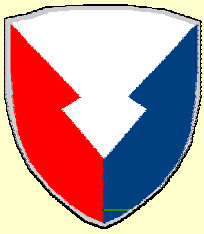


DEFENSE ACQUISITION UNIVERSITY (DAU) TRAINING



- DAU provides courses needed to meet the mandatory and desired training standards established in DoD 5000.52-M.
- Courses must be listed on approved 5-Year IDP before registering for class under the Army Training Requirements and Resource System (ATRRS) Army Internet Training Application System (AITAS) at:
<https://www.atrrs.army.mil/channels/aitas/>
- DAU South Campus address is: Progress Center, Building 7
6767 Old Madison Pike
Huntsville, Alabama 35806
Phone: (256) 722-1100.
- Reminder: The IDP is a plan to identify which DAU courses are required for certification in career field, for leadership and development courses.

REMEMBER: Having a DAU course listed on your IDP is NOT the same as submitting an application to attend.



CERTIFICATION PROCESS



- Upon completion of the mandatory requirements, the following steps should be taken by each individual to submit his/her package for certification:

Copy of Acquisition Career Record Brief (ACRB) updated

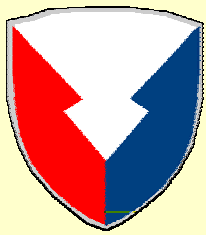
Copy of any certificates not listed on the ACRB

Copy of latest resume (this is used as additional documentation)

- The package is submitted to the IMMC ACPA who reviews and logs to the Acquisition Career Mgmt Office. The package is reviewed and routed to the appropriate Certifying Official. When approved the ACRB is updated to show certification and the package is returned to the IMMC ACPA who in turns updates the IMMC database, make copies for files and returns the original to employee.

NOTE: The date the ACRB is signed by the ACPM is the official date of certification

CERTIFICATION MUST BE REQUESTED – IT IS NOT AUTOMATIC



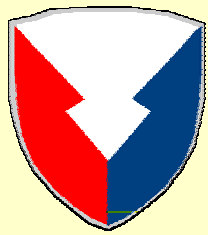
ARMY ACQUISITION CORPS (AAC) CORPS ELIGIBLE (CE) PROGRAM



- Open to all grades with four years of Acquisition experience, Level II certification, and 12 or 24 “Business” hours
- Pre-qualification for selection to a Critical (GS/14 & above) Acquisition position
- Provides training opportunities not afforded to other Army Acquisition Workforce members
- Increased opportunities for certain courses and for a Masters Degree under the Acquisition Tuition Assistance Program (ATAP).

AAC MEMBERSHIP for DB-03/GS-13s:

- Must be Corps Eligible, Level III certified and equivalent in pay to GS/13, Step 4 before locality pay
- Submit package containing:
 - Signed ACRB
 - Mobility Agreement
 - Tenure Statement
 - Latest SF-50 supporting salary equivalent to GS/13, Step 4
 - AAC membership application for GS/13 (or payband equivalent)



ARMY ACQUISITION CORPS (AAC) MEMBERSHIP REQUIREMENTS (GS/14 & ABOVE OR DB-04)



- Must occupy an AAC critical position (GS/14 & above)
- Have completed at a minimum Level II training in an acquisition career field
- Must have four years of acquisition experience in the DoD or in a comparable position
- Must have 12/24 “Business” hours from an accredited institution of higher learning
- From among the following business disciplines:

Accounting

Business

Finance

Contracts

Economics

Industrial Management

Law

Marketing

Organization Management

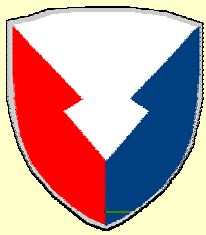
Purchasing

Quantitative Methods

OR

If an individual had at least ten years of acquisition experience as of 1 Oct 91,
the above education requirements do not apply

NOTE: “Individuals selected for CAPs (detail, temporary promotion, or permanent Promotion) must be fully qualified for AAC membership at the time of applying for the position. Tentative selection is allowed only for approximately two-week period it takes to process the paperwork for accession into the AAC.”



CONTINUOUS LEARNING POINTS (CLPs)



DoD Continuous Learning Policy dated 13 September 2002, requires all Military and Civilian Workforce members (whether certified or not certified) to earn 40 CLPs each year or 80 every two years.

Learning Categories:

- Training (Technical/Leadership)

- Education/Academic

- Experiential/Development

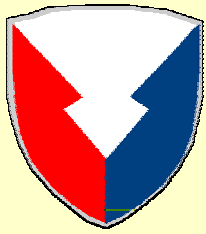
- Professional Activities

Refer to CLP implementing Memorandum and Policy:

Memorandum: <http://www.acq.osd.mil/ar/docs/DLMEMO.pdf>

Policy: <http://www.acq.osd.mil/ar/docs/CL%20Policy.pdf>





USEFUL WEB SITES



Southern Region: <http://southernregion.redstone.army.mil>

Defense Acquisition University: <http://www.dau.mil/>

DAU Continuous Learning Center: <http://clc/dau.mil>

AAC Homepage: <http://asc.rdaisa.army.mil/>

(includes News, Publications, Career Development, Workforce, Policy, Organization, Contacts, Links)

*** Subscribe to be Notified when new information is posted ***

Army Civilian Personnel Online: <http://cpol.army.mil>